

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7017984  
POSITION NO: 945894  
CLASS CODE: 3639

Date Posted: 07/15/13  
Closing Date: OUF

POSITION TITLE: Head Start Quality Assurance Manager

DEPARTMENT NAME: Navajo Head Start - Administration

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	GRADE:
Days: <u>Mon - Fri</u>	Permanent: <input checked="" type="checkbox"/>	<u>V68A</u>
Hours: <u>8:00 am to 5:00 pm</u>	Temporary: <input type="checkbox"/>	SALARY:
	Part-Time: <input type="checkbox"/>	Duration: <u>\$ 56,118.40</u> Per Annum
		No. of Hrs/Wk: <u>40</u> \$ <u>26.98</u> Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, directs and supervises quality assurance program activities and developments; establishes program priorities; develops and implements quality assurance and performance evaluation plan and system; develops monitoring and evaluation standards, instrument and procedures; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; prepares reports of findings and provides systematic follow up; provides detailed reports which indicates areas of noncompliance and deficiencies according to applicable protocols and performance evaluation standards; establishes program and service goals and objectives. Participates in the planning and design of operations plan; establishes local program practices with parents and staff that support the effective implementation of the education content area; works to assure smooth transition of children into and out of Head Start/Early Head Start; formulates procedures to implement legislation; interprets local, state and federal educational rules and regulations; provides technical assistance and consultation at the national, federal, state levels on Head Start Performance Standards issues and needs. Assigns and reviews work of staff; conducts performance appraisals; serves on committees, panels and advisory boards; develops materials and conducts workshops and presentations; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; attends chapter and community meetings to disseminate information; provides technical assistance and information to stakeholders; prepares and submits grant applications including supplemental grant for program improvements; prepares required reports administered by division and other tribal entities; writes proposals; researches areas for best practices and system improvements to be implemented by program; may perform special projects as assigned by the Assistant

**QUALIFICATION REQUIREMENTS:**

**Education/Training and Experience:**

A Bachelor's degree in Early Childhood Education, Elementary, Secondary Education, Organizational Development or a closely related field; and six (6) years of work experience in the educational field including classroom teaching or quality assurance delivery systems, three (3) years of which must have been in a supervisory capacity; OR a Master's degree in Early Childhood Education, Elementary, Secondary Education, Organizational Development or a closely related field; and four (4) years of work experience in the educational field including classroom teaching or quality assurance delivery systems, two (2) years of which must have been in a supervisory capacity; OR an Associate's degree with a minimum of 30 credit hours toward a Bachelor's degree in Early Childhood Education, Elementary, Secondary Education, Organizational Development or a closely related field; and eight (8) years of work experience in the educational field including classroom teaching or quality assurance delivery systems, four (4) years of which must have been in a supervisory capacity.

**(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, licenses, and other appropriate documents must be submitted along with employment application.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.

**License/Certification Requirements:**

Must pass a criminal background check, fingerprinting and employee assessment prior to date of hire; and must possess a valid state driver's license (**copy must be attached**). Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**